



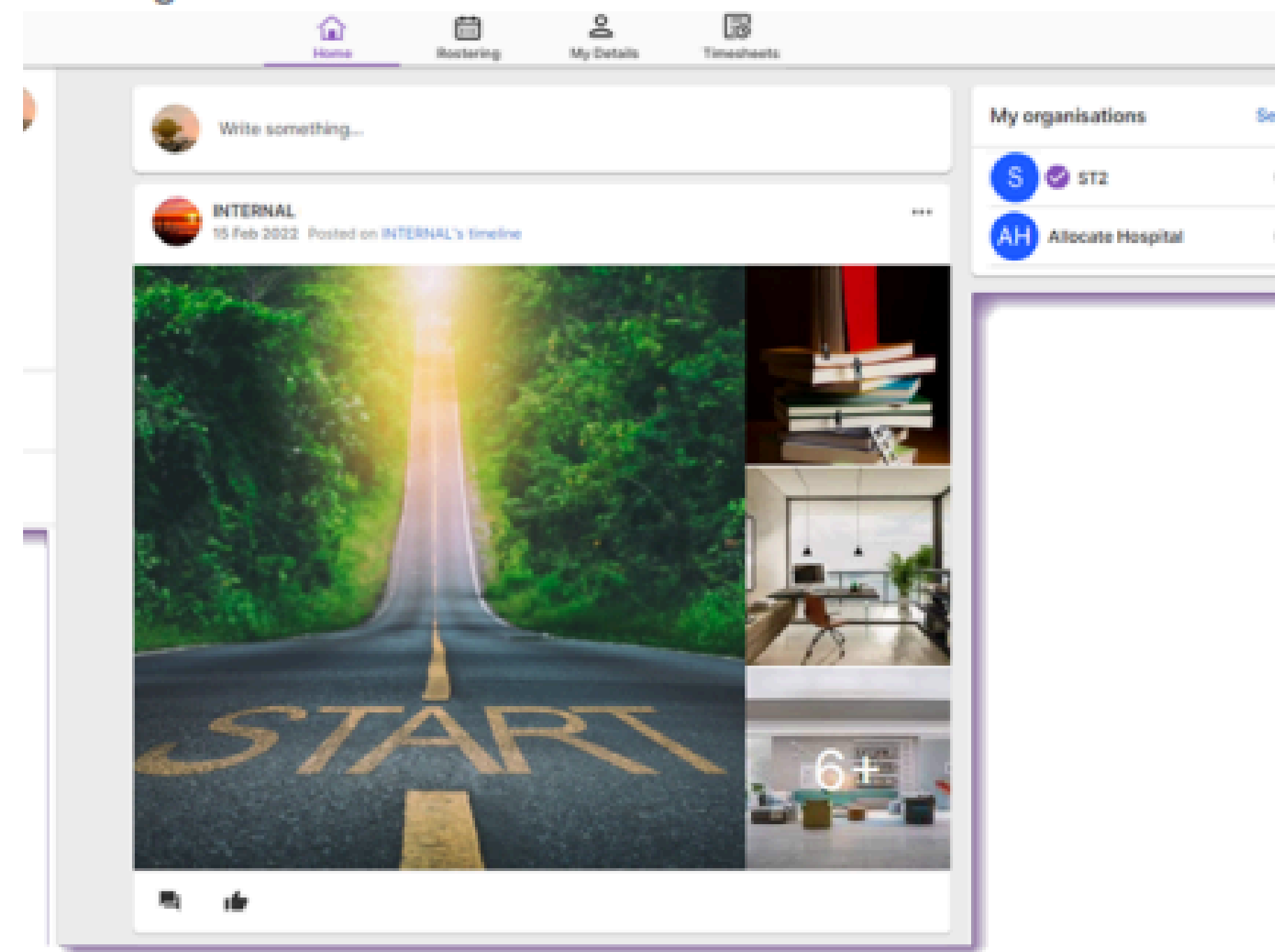
# LOOP WEB

## GETTING STARTED GUIDE

Your new home for



CREATION DATE : 11/02/25



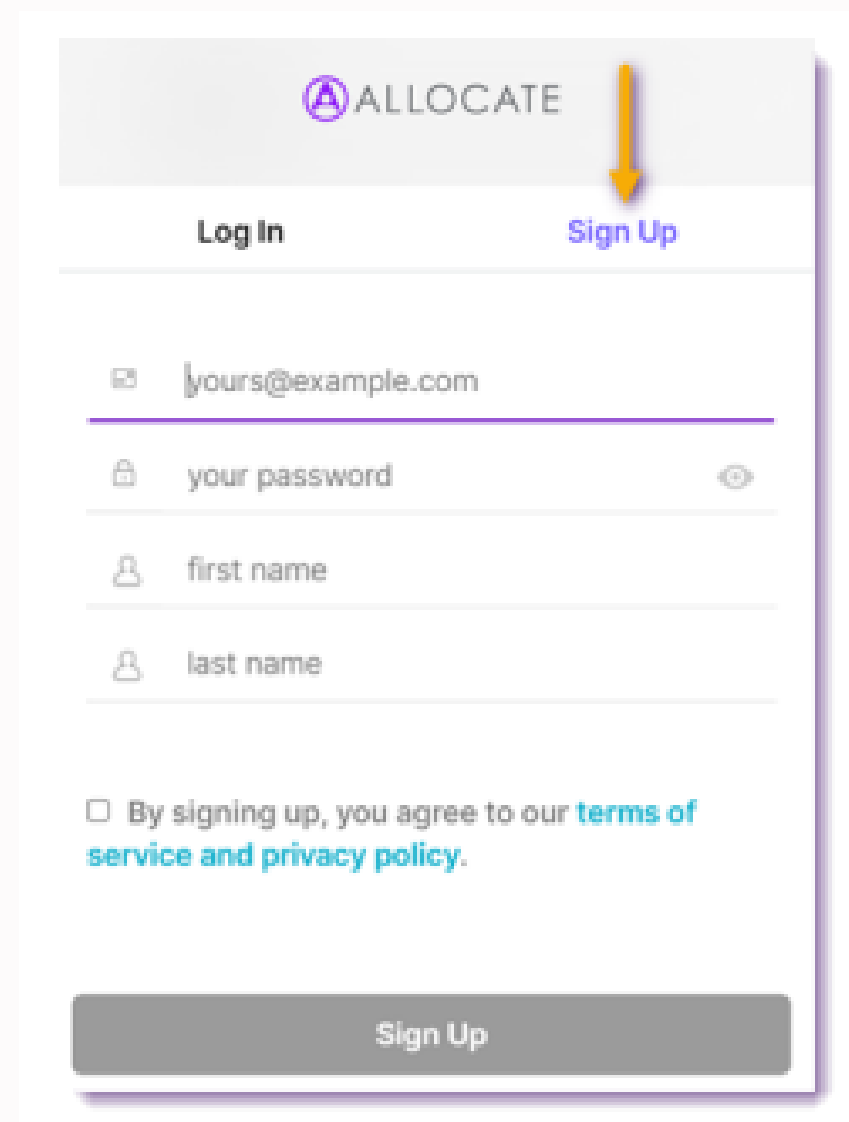
# Requirements For Loop

To access Loop, you must meet the following requirements.

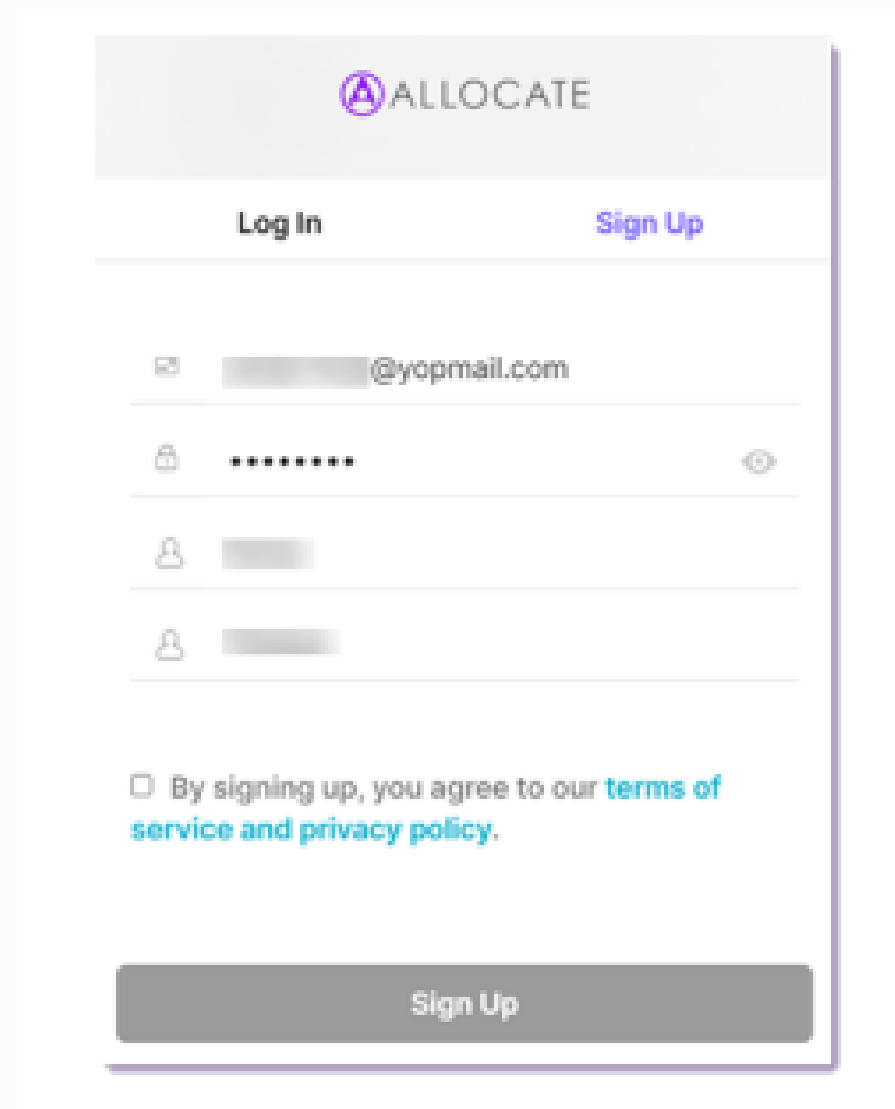
Software	Component	Minimum Requirements	Recommended Requirements
Loop web application	Internet Browser	Chrome 131.0 Safari 18.0 Edge 130.0	Latest versions of Safari, Edge, and Chrome
	Device Type	N/A	iPad, minimum 7.9"  Android, minimum 8"  Display resolution greater than or equal to 768 x 1024

# Sign Up For A Loop Account

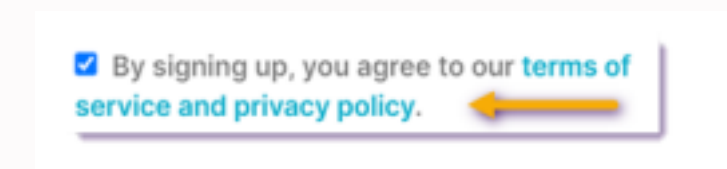
To access the Loop web application, navigate to <https://web.loop.allocate-cloud.co.uk/> and once page has loaded click Sign Up



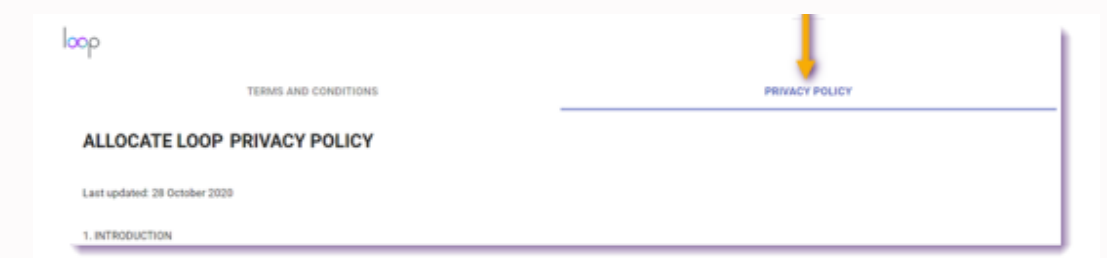
Complete the **Sign Up** Form with your email address, password, first & last name



View and Read the **terms of service and privacy policy**



To View and Read the **terms of service and privacy policy** click here

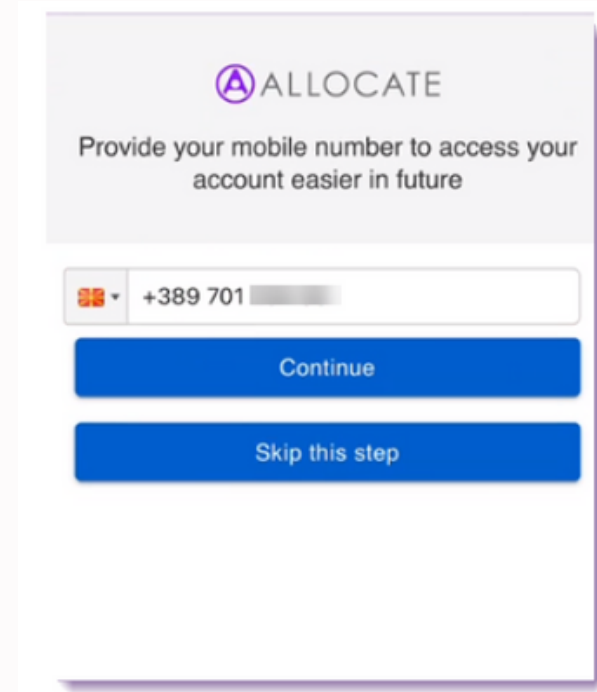


Check the box to accept the **terms of service and privacy policy** then click **sign up**

# Sign Up For A Loop Account

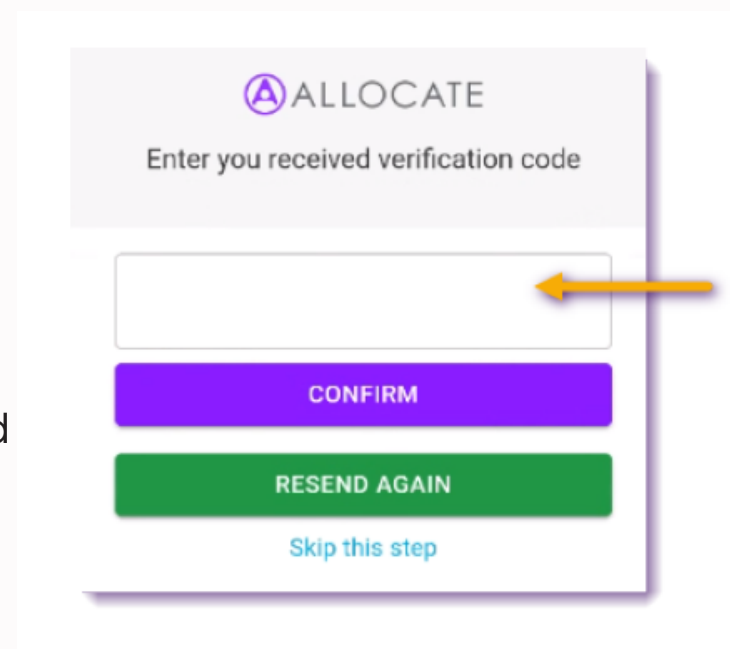
The Loop Web application will send an email to your email account and opens a new form for you to be able to enable login with your phone number  
**(Optional)**

If you wish to do this please type in your country code and phone number and tap **Continue**.



The screenshot shows the ALLOCATE app interface. At the top is the ALLOCATE logo. Below it, the text reads "Provide your mobile number to access your account easier in future". There is a text input field containing "+389 701" with a flag icon to its left. Below the input field are two blue buttons: "Continue" and "Skip this step".

The Loop Web application sends you an SMS with a verification code, in the page that opens, type in your verification code and tap **confirm**.

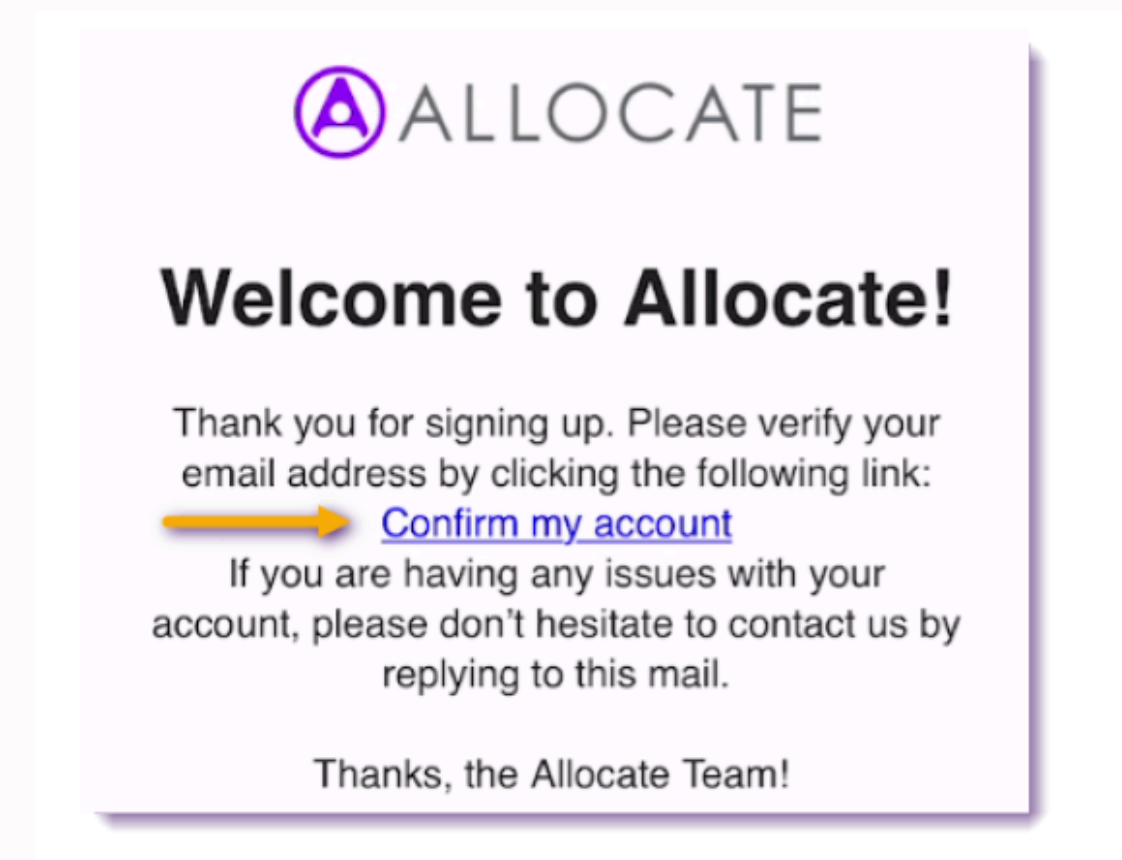


The screenshot shows the ALLOCATE app interface. At the top is the ALLOCATE logo. Below it, the text reads "Enter you received verification code". There is a text input field. Below the input field are three buttons: a purple "CONFIRM" button, a green "RESEND AGAIN" button, and a blue "Skip this step" link. An orange arrow points to the input field.

The Loop mobile application confirms your phone number and displays a new page.

Alternatively, tap **Skip this step**. The Loop Web application skips this steps and displays a new page.

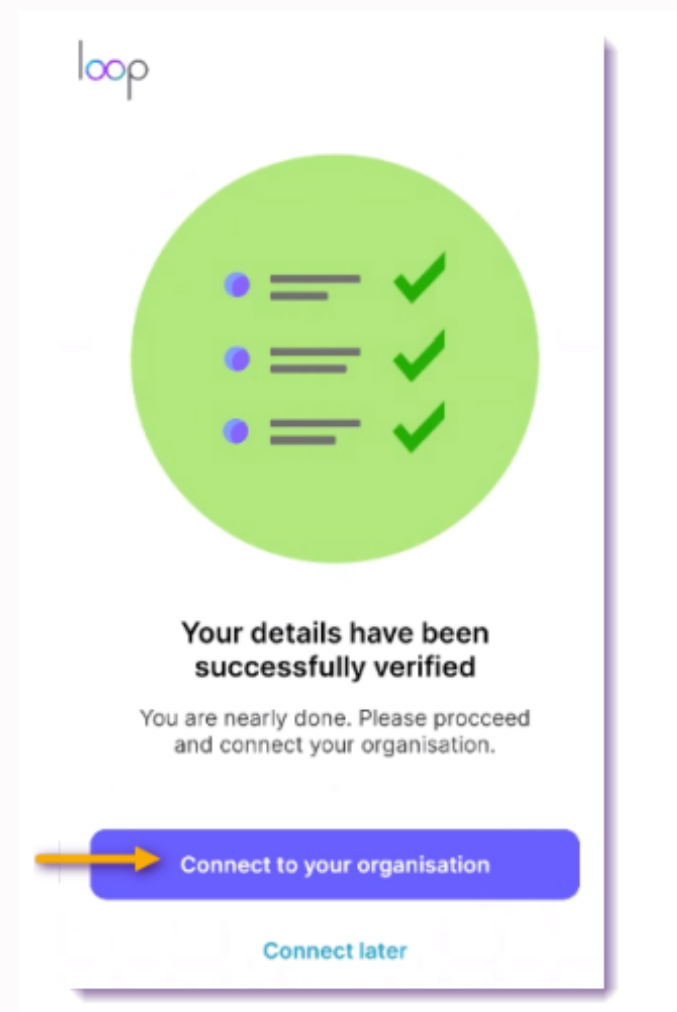
In the email confirmation, tap **Confirm my account**.



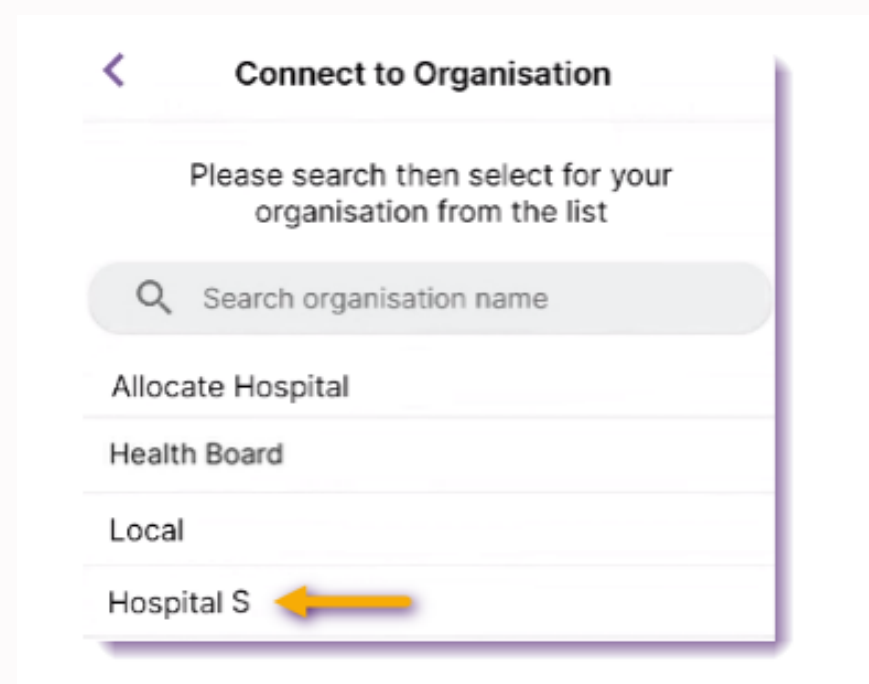
The screenshot shows an email confirmation page from ALLOCATE. At the top is the ALLOCATE logo. Below it, the text reads "Welcome to Allocate!". Underneath, it says "Thank you for signing up. Please verify your email address by clicking the following link:". There is a blue link "Confirm my account" with an orange arrow pointing to it. Below the link, it says "If you are having any issues with your account, please don't hesitate to contact us by replying to this mail." At the bottom, it says "Thanks, the Allocate Team!".

# Sign Up For A Loop Account

Navigate back to the Loop Web application and you should now be greeted with the below page but before you can view your rosters and interact with colleagues, you must **Connect to your Organisation**

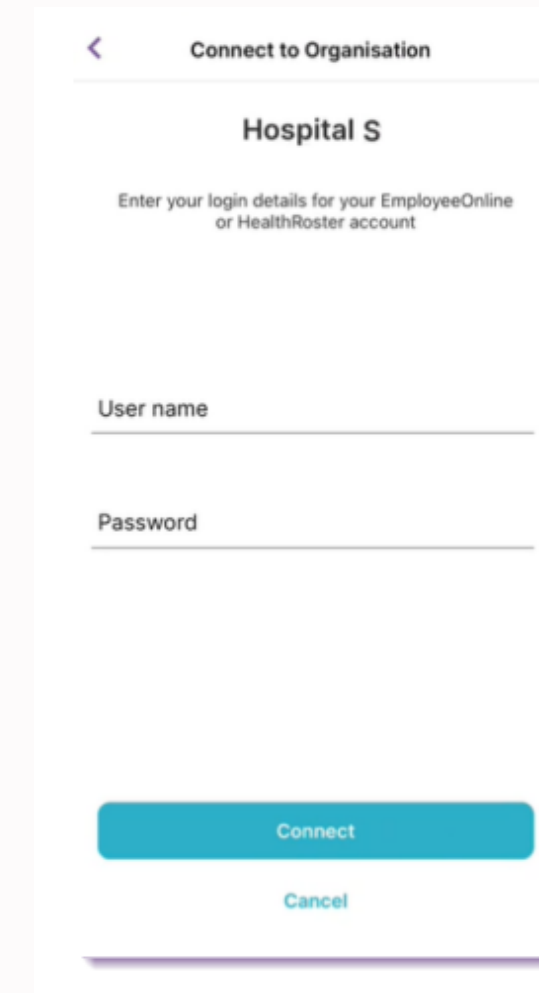


In Connect to Organisation, tap the organisation NHS Lothian



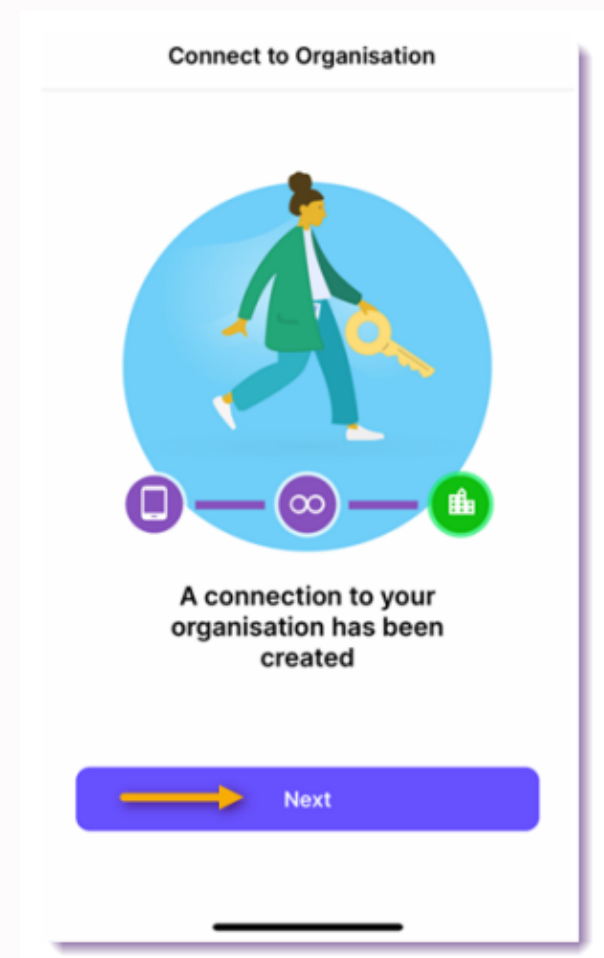
NOTE : To connect to your organisation, you must have an EmployeeOnline or HealthRoster / Optima account account.

Complete the form that opens with your EmployeeOnline or HealthRoster / Optima account details and tap **Connect**.

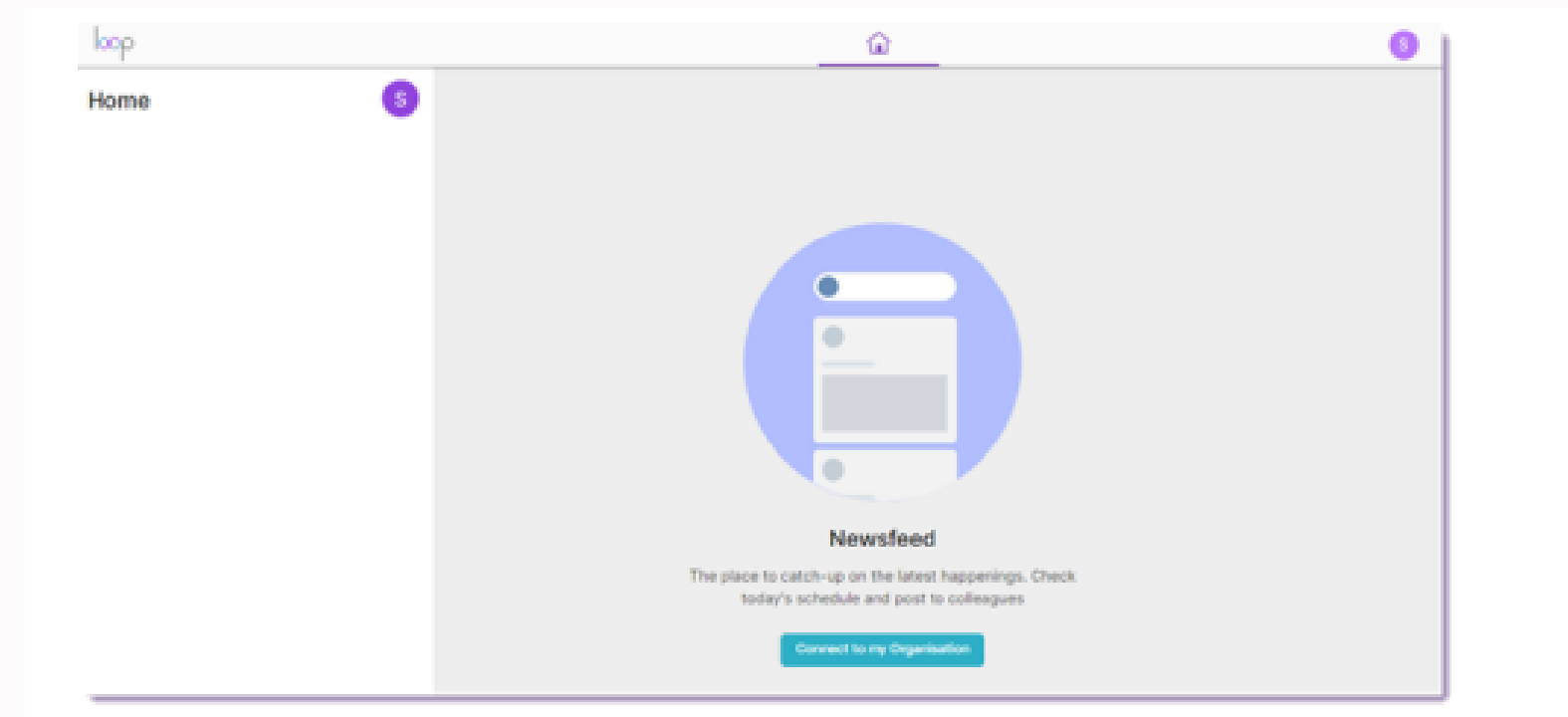


# Sign Up For A Loop Account

You should now be connected to NHS Lothian, in the page that opens, tap **Next**.





Congratulations you have now successfully accessed loop to view your rosters and interact with colleagues and so much more.





# THANK YOU

**NHS LOTHIAN eROSTERING TEAM**

 0131 536 2020  
 loth.erostering@nhs.scot

**Your new home for**

